

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK  
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

## **NOTICE TO BIDDERS SPECIFICATION NO. 07-214**

The City of Lincoln, Nebraska intends to enter into a contract and invites you to submit a sealed bid for:

### **LIBRARY VAN DELIVERY SERVICE**

**A pre-bid meeting will be held on Tuesday, July 10, 2007 at 10:00 a.m. at the Bennett Martin Library, 136 S. 14<sup>th</sup> Street, after this meeting a tour of the facilities will be available.**

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, July 25, 2007 in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the K Street Complex.

Bids may be downloaded from the City's website at [www.lincoln.ne.gov](http://www.lincoln.ne.gov) Keyword: Bid. Prospective submitters must monitor the bid listing for any addendums.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. Late bids will not be considered. **Fax or e-mail bids are not acceptable. Bid response must be in a sealed envelope.**

# **SPECIFICATIONS FOR LIBRARY VAN DELIVERY SERVICES**

## **1. GENERAL**

- 1.1 It is the intent of this specification to describe the minimum requirements for van delivery services to be contracted for the City of Lincoln Library Board
- 1.2 Locations for daily service include but are not limited to:
  - 1.2.1 US Post Office 700 "R" Street
  - 1.2.2 Bennett Martin Public Library, 136 So. 14<sup>th</sup> Street
  - 1.2.3 Walt Branch, 6701 South 14<sup>th</sup>
  - 1.2.4 South Branch, 3675 South Street
  - 1.2.5 Gere Branch, 2400 So. 56<sup>th</sup> Street
  - 1.2.6 Bethany Branch, 1810 No. Cotner
  - 1.2.7 Anderson Branch, 3635 Touzalin, Ave.
  - 1.2.8 Eiseley Branch 1530 Superior Street
  - 1.2.9 Arnold height's Branch, 3815 NW 54<sup>th</sup> Street
- 1.3 On Wednesdays an additional stop is added at the Lincoln Public Schools District Office at 5900 "O" Street

## **2. AWARD AUTHORITY**

- 2.1 The City of Lincoln Library Board will be the sole judge of the quality and suitability of the equipment, materials, and/or services offered in its determination of the successful bidder.
- 2.2 Award will be made to the lowest responsible, responsive bidder who complies with the specifications and can meet the requirements.

## **3. PRICING AND CONTRACT TERM**

- 3.1 This contract will be effective for a three-year period, contingent upon acceptable performance in the first year.
- 3.2 Pricing will be firm for a one-year period of September 1, 2007 through August 31, 2008.
- 3.3 The contractor shall be ready to assume operation of the delivery service on September 1, 2007.

## **4. FIXED DAILY RATE**

- 4.1 A flat fixed per daily rate should be quoted (the fuel will be addressed separately).
- 4.2 The contract may be extended for two additional one-year periods upon mutual consent and is subject to escalation/de-escalation at the beginning of each calendar year.

## **5. ESCALATION**

- 5.1 An increase in pricing of the flat fixed daily rate may be considered if the contractor can provide supporting documentation based on the CPI-U for a three (3) month period.
- 5.2 Increases in overhead or profit will not be allowed.
- 5.3 Escalation is subject to a not-to-exceed cap of 5% over the previous year's cost.

## **6. DE-ESCALATION**

- 6.1 Any decrease to Contractor's costs should be reflected in pricing for extensions to this agreement.
- 6.2 Continuation beyond 08/31 of any year is subject to the appropriation of funds in succeeding fiscal year/years by the Library Board.

**7. FUEL SURCHARGE**

- 7.1 The Library Board will allow a fuel surcharge based on the following chart listed below.
- 7.2 The rate will be determined on a weekly basis.
- 7.3 Reference the section entitled Monthly Billing for further details.

<b>Fuel Costs</b>	<b>Percentage Surcharge</b>
\$3.10 - \$3.19	0.5% Surcharge
\$3.20 - \$3.29	1.0% Surcharge
\$3.30 - \$3.39	1.5% Surcharge
\$3.40 - \$3.49	2.0% Surcharge
\$3.50 - \$3.59	2.5% Surcharge
\$3.60 - \$3.69	3.0% Surcharge
\$3.70 - \$3.79	3.5% Surcharge
\$3.80 - \$3.89	4.0% Surcharge
\$3.90 - \$3.99	4.5% Surcharge
\$4.00 - \$4.09	5.0% Surcharge
\$4.10 - \$4.19	5.5% Surcharge

**8. AMENDMENTS TO CONTRACT**

- 8.1 This contract may be modified only by written amendment to the contract, signed by both parties.

**9. CANCELLATION**

- 9.1 The Library Board reserves the right to cancel this contract for services, upon sixty -(60) days, written notice if the vendor deviates from the requirements of this specification.

**10. PROVEN EXPERIENCE**

- 10.1 Each bidder must provide information with their bid, which will certify that they are experienced or meet the requirements of this specification.
- 10.2 Bidder shall have a minimum of two -(2) years experience in performing similar duties and provide a list of three (3) users with volumes and projects comparable to those of the Library for reference purposes.
- 10.3 All staffing and functions performed by the contractor are not to be subcontracted out to other sources without prior notification to and approval by the Library Board.
- 10.3.1 If the Library Board agrees to subcontracting, on the part of the contractor, the contractor must guarantee the Library Board that subcontracting any of the services provided to the Library will not result in any delay to those services.
- 10.1.2 If Subcontractors are used, the Library will consider the contractor to be the Prime Contact and to be solely responsible in all contractual matters, including payment of any and all charges resulting from such Subcontractor agreements.
- 10.1.3 The Prime Contact will be fully responsible for the acts, errors, and omissions of the subcontractors.

**11. ON-SITE VISIT**

- 11.1 The prospective bidders will have an opportunity to attend an on-site visit to discuss any questions or concerns of the delivery services to be provided and to view the current set up at the starting point.

- 11.2 The on-site visit is scheduled for 10:00 a.m. on July 11, 2007 at the Bennett Martin, 136 S. 14<sup>th</sup>, Lincoln, NE.
  - 11.2.1 Failure to attend will not relieve your firm of any additional expenses required to complete the services defined herein.

**12. BACKGROUND/HISTORY**

- 12.1 Van delivery service is required for the Library 's 10 stops per day libraries, on a Monday through Saturday schedule, 6 days per week, 52 weeks per year.
- 12.2 Items to be transported include books, magazine, audiovisual materials and equipment, computer equipment and inter mail and some monies.
- 12.3 Deliveries include crates/tubs, 13" x 21" x8" in size
  - 12.3.1 A crate /tub holds on average 25 books/non-printed material
  - 12.3.2 100 to 125 crates/tubs are delivered per day
- 12.4 In addition to crates/tubs the following items are transported:
  - 12.4.1 Monday through Friday - Pouches (red and green) to and from each locations and back to Bennett Martin
  - 12.4.2 Monday through Friday - Library supply boxes, Average two (2) per day, number of Libraries varies
  - 12.4.3 Monday through Saturday - custodial supplies in boxes as needed, average 20-30 per month
  - 12.4.4 Monday through Saturday- Boxes of Donated books/library materials (odd sized/shape boxes and bags, average 400-500 containers per year)
  - 12.4.5 Monday through Saturday - Boxes of books/library materials for internal use (30-40 lbs.), average 200 boxes annually.

**13. GENERAL OPERATIONAL RESPONSIBILITIES**

- 13.1 The contractor will be responsible for providing all work and furnish all management, supervision, labor, components, materials, tools and van necessary or proper for the performance of this contract in the manner called for by the scope, terms and conditions specified and to the satisfaction of the Library Board.
- 13.2 The daily functions included under this responsibility are outlined as follows:
  - 13.2.1 All items to be delivered shall be picked up at the Bennett Martin Library, at the beginning of each day (9:00 a.m.).
  - 13.2.2 All undelivered items shall be returned to the Bennett Martin Library at the end of each day and stored in a space designated for this purpose.
- 13.3 The contractor will have the use of delivery bins that are the property of the Library.
- 13.4 At least one bin will be located at each library site and may be exchanged for a like bin that has been housed in the delivery van during the last working day.
- 13.5 The Library will provide Additional or replacement bins.
- 13.6 Sorting of materials picked up at each library is the responsibility of the individual library.
- 13.7 Delivery items that are picked up from a delivery site shall be sorted en route and delivered to those libraries that have not yet had a delivery stop for the day.
- 13.8 Those items that are picked up for libraries that have already had a delivery for the day will be returned to Bennett Martin Library and delivered the next day.

**14. STAFFING REQUIREMENTS**

- 14.1 The contractor agrees to utilize only bonded, experienced, responsible and capable people in the performance of the work.
- 14.2 The delivery person will work from 8:30 a.m. to 4:30 p.m., Monday through Friday and must be able to pickup delivery bins weighing up to 50 lbs.
  - 14.2.1 This individual must have a valid Nebraska Driver's license and a good driving record.
- 14.3 The Library Board reserves the right to interview the people selected by the contractor and also the right to reject placement of any individuals.

- 14.4 The Library Board may require that the contractor remove any employee(s) who may endanger person or property or whose continued employment is inconsistent with the interests of the Library 's delivery services.
- 14.5 In the event the contractor's regularly assigned person is unable to report to the Library facility for any reason, one of the back up crossed trained individuals must fill in, and is expected to report for work by normal start time of 8:30 a.m.
- 14.6 The contractor, at his expense shall provide a sufficient number of employees to carry out the contract in a manner satisfactory to the Library Board and shall provide the Library Board with a copy of the Nebraska driving record of employees hired during the term of the contract.
  - 14.6.1 This record shall be filed with the Library Board at the time the employee is first assigned to the delivery route.
  - 14.6.2 In the event the Library Board notifies the contractor in writing of any person employed in the delivery service, who in its opinion is incompetent, disorderly or otherwise unsatisfactory, such person shall be removed and not assigned to the Library again without the written consent.
  - 14.6.3 A replacement for such person shall be made within the next day.
  - 14.6.4 Backup personnel who have been cross-trained may be utilized until a permanent replacement may be found.
  - 14.6.5 Only approved personnel are to be allowed on the route.
- 14.7 The contractor shall complete background checks at contractor's expense prior to starting any activity for the Library.
- 14.8 The contractor shall confirm in writing to Library Board that they have successfully conducted the background checks prior to the commencement of work and that contractor will not use any personnel for whom background checks have revealed factors that make them unsuitable for the activity to be undertaken.
  - 14.8.1 This includes replacement personnel.
- 14.9 Resources to be checked should include but are not limited to criminal records, DOT records, etc.
  - 14.9.1 In order to do so, the contractor must be prepared to obtain certain information for the contractor's employee who will be performing work for the Library
  - 14.9.2 At a minimum, the information shall include full name (including middle initial), date of birth and social security information.
  - 14.9.3 Additional information that is helpful in completing background checks includes maiden name, sex, race, driver's license number and issuing state.
  - 14.9.4 All costs associated with the background checks are to be borne by the contractor.

**15. DELIVERY REQUIREMENTS**

- 15.1 The contractor shall provide van delivery services every Monday through Saturday, 6 days per week, 52 weeks per year, to the 8 public library sites listed below, except for the following holidays
  - 15.1.1 **Holidays**
    - New Year's Day
    - Martin Luther King Jr. Day
    - Presidents' Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Veteran's Day
    - Thanksgiving Day and the day after Thanksgiving
    - Christmas day

- 15.2 The Library will provide a schedule designating which days will be observed as holidays should the above holidays fall on a Saturday or Sunday.
- 15.3 Present pickup and delivery route consists of:  
US Post Office > Bennett Martin > Walt Branch > South Branch > Gere Branch >  
\* (Wed. Only, Lincoln Public Schools District Office) > Bethany Branch >  
Anderson Branch > Eiseley Branch > Arnold Heights Branch > Bennett Martin >  
US Post Office
  - 15.3.1 Mail for Lincoln City Libraries will be picked up from the US Post Office Monday through Friday at 8:30 a.m. and delivered to Bennett Martin Public Library.
  - 15.3.2 Delivery service to branch library sites will leave from Bennett Martin Public Library at 9:00 a.m.
  - 15.3.3 Mail from Lincoln City Libraries will be picked up at Bennett Martin Public Library and delivered to US Post Office Monday through Friday no later than 4:30 p.m.

**16. STANDARD HOURS OF OPERATION**

- 16.1 Delivery services, including pick up and delivery of mail at US Post Office, shall occur between the hours of 8:30 a.m. and 4:30 p.m. Monday through Saturday.
- 16.2 No deviation from the proposed routes and/or start time shall occur without prior agreed upon written consent by both parties

**17. EQUIPMENT/VEHICLE RESPONSIBILITIES**

- 17.1 The contractor shall provide, at his expense, a delivery van in good working order to properly operate the services described.
- 17.2 The delivery van shall be inspected and approved by the Library before the award of the contract.
- 17.3 The contractor and any persons employed by him to perform the duties described within this specification shall have a valid Nebraska driver's license.

**18. TAXES**

- 18.1 The contractor shall be responsible for any and all social security taxes, personal property taxes and income taxes as may be assessed by any unit of government.
- 18.2 The contractor is also responsible for all insurance and any reporting requirements.

**19. INSURANCE**

- 19.1 The contractor shall at all times during the term of this contract, keep in force and effect insurance policies, as outlined.
- 19.2 The City of Lincoln shall be additionally insured.
- 19.3 **FIDELITY/CRIME COVERAGE**
  - 19.3.1 Coverage for employee fidelity/dishonestly related to dishonest s of insured's employees and agents, including but not limited to theft or embezzlement of vehicles, materials, supplies, equipment, tools, money, securities, etc., which result in loss to the City.
  - 19.3.2 Insurance shall protect the interests of the Library.
  - 19.3.3 Limit of liability not less than \$25,500 per occurrence.

**20. LATE OR MISSED DELIVERY CHARGE/DELIVERY**

- 20.1 The Library Board will invoke monetary charges to the contractor in the event of failure to make deliveries as detailed above, which shall be deducted from the next monthly payment to the contractor.
  - 20.1.1 Each day no deliveries are made the Library reserves the right to hire another courier service or utilize a Library employee (total cost to include wages plus benefits) and deduct the total costs incurred from the next invoice.

- 20.1.2 Each time a delivery site is missed – Full daily rate & gas surcharge divided by 8 stops multiplied by the number of missed sites.
  - 20.1.2.1 These costs will be deducted from the next monthly invoice.
- 20.2 These penalties will also include the contractor's staff absenteeism.
- 20.3 If absenteeism occurs and the Library has to perform the service, the Library will be reimbursed the total cost of our employee's wages including benefits.
- 20.4 Additionally, continued failure to make scheduled deliveries, may result in contract termination.

**21. Monthly Billing**

- 21.1 The contractor will invoice the Library on a monthly basis for all services provided from the first through the last working day of the previous month.
- 21.2 Included with the invoice, the contractor shall provide a printout of the weekly "Regular Gasoline Retail Prices (Cents per Gallon)" as documentation for the percentage of the fuel surcharge, if applicable.
- 21.3 The invoice must be received by the Library on or before the tenth (10<sup>th</sup>) of the succeeding month for the previous month's activities.
- 21.4 All invoices are to be mailed directly to the Library , 14<sup>th</sup> & "N" Street Lincoln, NE 68508
- 21.5 The Library 's responsibility in this regard is to process the invoices and payment will be made, within 30 days, after receipt and acceptance by the Library Board.

Company Name \_\_\_\_\_

## EXHIBIT B REFERENCES

### Customer references

Firm Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Years dealing w/your firm: \_\_\_\_\_

Firm Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Years dealing w/your firm: \_\_\_\_\_

Firm Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Years dealing w/your firm: \_\_\_\_\_



Company Name \_\_\_\_\_

**Questionnaire**

1. How long has the business been in operation? \_\_\_\_\_

2. Experience of owner/manager?

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3. Experience, if any, with similar routed services?

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4. Number of employees? \_\_\_\_\_

5. Are drivers employees or contractors? \_\_\_\_\_

6. Number of trucks and vans owned? \_\_\_\_\_

7. Do drivers drive their own vehicles or are they company owned? \_\_\_\_\_

8. Are drivers bonded separately and insured? \_\_\_\_\_

9. Does the company meet licensing requirements for this type service? \_\_\_\_\_

10. Does the company do background checks of it's employees? \_\_\_\_\_

11. Does the company have a formal policy for Drugs and Alcohol usage? \_\_\_\_\_

**PROPOSAL  
SPECIFICATION NO.**

**BID OPENING TIME: 12:00 NOON  
DATE: Wednesday, July 25, 2007**

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**ADDENDA RECEIPT:** The receipt of addenda to the specifications numbers \_\_\_\_\_ through \_\_\_\_\_ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

Monthly cost to provide delivery service                      \$ \_\_\_\_\_

Total annual cost    \$ \_\_\_\_\_

**BID SECURITY REQUIRED:**    \_\_\_\_\_ YES                        X   NO

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

**RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.  
MARK OUTSIDE OF BID ENVELOPE: SEALED BID FOR SPEC. 07- 214 Van  
Delivery Service and your Company's Name**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**BY (Signature)**

\_\_\_\_\_  
**STREET ADDRESS or P.O. BOX**

\_\_\_\_\_  
**(Print Name)**

\_\_\_\_\_  
**CITY, STATE                      ZIP CODE**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**TELEPHONE No.                      FAX No.**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**E-MAIL ADDRESS**

\_\_\_\_\_  
**ESTIMATED DELIVERY DAYS**

Bids may be inspected in the Purchasing Division during normal business hours **after** tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: [lincoln.ne.gov](http://lincoln.ne.gov) Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.

# INSTRUCTIONS TO BIDDERS

## CITY OF LINCOLN, NEBRASKA

### 1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 If bidding on a Construction Contract, the City of Lincoln's Standard Specifications for Municipal Construction 2006 shall apply.
  - 1.6.1 Bidders may obtain this document from the City's Design Engineering Division of Public Works & Utilities for a small fee.
  - 1.6.2 Said document can be reviewed at Design Engineering or the Purchasing Division.
  - 1.6.3 The Standard Conditions are available on the web site.  
<http://www.lincoln.ne.gov/city/pworks/engine/dconst/standard/stdspec/index.htm>

### 2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
  - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
  - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

### 3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

### 4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of bids.

- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders and posted on the City-County website at [lincoln.ne.gov](http://lincoln.ne.gov) Keyword - Bid.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

### 5. ADDENDA

- 5.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 5.2 Copies of addenda will be made available for inspection at the office of the Purchasing Agent and on the City-County website.
- 5.3 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.4 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

### 6. INDEPENDENT PRICE DETERMINATION

- 6.1 By signing and submitting this bid, the bidder certifies that the prices in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

### 7. ANTI-LOBBYING PROVISION

- 7.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

### 8. BRAND NAMES

- 8.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 8.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 8.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 8.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

### 9. DEMONSTRATIONS/SAMPLES

- 9.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 9.2 Such demonstration can be at the City delivery location or a surrounding community.
- 9.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 9.4 If items are small and malleable, the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

### 10. DELIVERY (Non-Construction)

- 10.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise.
- 10.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.

- 10.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.
- 10.4 At the time of delivery, a designated City of Lincoln employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

#### **11. WARRANTIES, GUARANTEES AND MAINTENANCE**

- 11.1 Copies of the following documents must accompany the bid proposal for all items being bid:
- 11.1.1 Manufacturer's warranties and/or guarantees.
- 11.1.2 Bidder's maintenance policies and associated costs.
- 11.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

#### **12. ACCEPTANCE OF MATERIAL**

- 12.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 12.2 Material delivered under this proposal shall remain the property of the bidder until:
- 12.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
- 12.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 12.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 12.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 12.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

#### **13. BID EVALUATION AND AWARD**

- 13.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 13.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 13.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 13.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 13.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 13.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 13.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.
- 13.8 Any governmental agency may piggy back on any contract entered into from this bid.

#### **14. INDEMNIFICATION**

- 14.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- 14.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### **15. TERMS OF PAYMENT**

- 15.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

#### **16. LAWS**

- 16.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 16.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

#### **17. AFFIRMATIVE ACTION**

- 17.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

#### **18. LIVING WAGE**

- 18.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

#### **19. EXECUTION OF AGREEMENT**

- 19.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
- \_\_\_ a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
- \_\_\_ b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
- X   c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
2. The prepared documents shall be delivered to the City within 10 days (unless otherwise noted).
3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.

# INSURANCE REQUIREMENTS FOR ALL CITY CONTRACTS

## 1. GENERAL PROVISIONS

- A. **Indemnification.** The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.
- B. **Approved Coverage Prior to Commencing Work/Subcontractors Included.** Contractor shall purchase and maintain in place insurance to Protect Contractor and City against all liabilities and hazards as provided in this article throughout the duration of the Contract. Contractor shall not commence work under this contract until the Contractor has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any subcontractor to commence work on any subcontract until all similar insurance required of the subcontractor has been so obtained and approved.
- C. **Occurrence Basis Coverage.** All insurance shall be provided on an **occurrence basis** and not on a claims made basis, except for hazardous materials, errors and omissions, or other coverage not reasonably available on an occurrence basis; provided that all such claims made coverage is subject to the prior written approval of the City Attorney and must be clearly indicated as such in any certificate showing coverage.
- D. **Authorized and Rated Insurers Required.** All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an A.M. Best's Rating of no less than A:VII unless specific approval has been granted by the City Attorney.
- E. **Certificates Showing Coverage.** All certificates of insurance shall be filed with the City Attorney, and may utilize an appropriate standard ACORD Certificate of Insurance form showing the specific limits of insurance coverage required by this Article; provided that restrictions, qualifications or declarations inconsistent with the requirements of this Article shall not relieve the Contractor from providing insurance as required herein. Such certificates shall show the City of Lincoln as additional insured, including by specific endorsement where necessary, as indicated in the following requirements. Such certificate shall specifically state that the related insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction in the stated amounts or limits of insurance coverage.
- F. **Terminology.** The terms "insurance," "insurance policy," or "coverage" as used in this article are used interchangeably and shall have the same meaning as "insurance" unless the context clearly requires otherwise. References to "ISO®" forms are merely for convenience and ease of reference, and an equivalent or better form as determined acceptable by the City Attorney may be used. (Note: ISO® is a registered trademark of ISO Properties, Inc.)

## 2. INSURANCE REQUIREMENTS

- A. **Scope of Required Coverage.** The Contractor shall take out and maintain during the life of Contract such insurance in the forms and minimum amounts as specified in this Article and as will protect Contractor and City from the following claims arising out of or resulting from or in connection

with the Contractor's operations, undertakings or omissions directly or indirectly related to the Contract, whether by the Contractor or any Subcontractor or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- (1) Claims under workers' compensation, disability benefit, or other employee benefit acts;
- (2) Claims arising out of bodily injury, occupational sickness or disease, or death of an employee or any other person;
- (3) Claims customarily covered under personal injury liability coverage;
- (4) Claims other than to the work itself arising out of an injury to or destruction of tangible property, including the loss of use resulting therefrom;
- (5) Claims arising out of ownership, maintenance or use of any motor vehicle;
- (6) Railroad protective liability coverage in the event the contract involves work to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing.

- B. Worker's Compensation Insurance and Employer's Liability Insurance.** The Contractor shall provide applicable statutory Worker's Compensation Insurance with minimum limits as provided below covering all Contractor's employees, and in the case of any subcontracted work, the Contractor shall require the subcontractor similarly to provide Worker's Compensation Insurance for Subcontractor's employees.

The Contractor shall provide Employer's Liability Insurance with minimum limits as provided below placed with an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each Subcontractor similarly to maintain Employer's Liability Insurance on the Subcontractor's employees.

Coverage	Listing	Min Amt	Notes
<b>Worker's Comp.</b>			
	State	Statutory	
	Applicable Federal	Statutory	
<b>Employer's Liability</b>			
	Bodily Injury by accident	\$500,000	each accident
	Bodily Injury by disease	\$500,000	each employee
	Bodily Injury	\$500,000	policy limit

**C. Commercial General Liability Insurance.**

- (1) The Contractor shall provide Commercial General Liability Insurance in a policy form providing no less comprehensive and no more restrictive coverage than provided under the ISO® form CG00010798 or newer with standard exclusions "a" through "o" and with minimum limits as provided below. Any other exclusions that operate to contradict or materially alter the standard exclusions shall be specifically listed on the certificate of insurance and shall be subject to the prior written approval of the City Attorney.

Coverage	Min Amt	Notes
General	\$2,000,000	Aggregate
Products and Completed Operations	\$2,000,000	Aggregate
Personal and Advertising Injury	\$1,000,000	
Each Occurrence	\$1,000,000	
Fire Damage Limit	\$ 100,000	any one fire
Medical Damage Limit	\$ 10,000	any one person

(2) The required Commercial General Liability Insurance shall also include the following:

- Coverage for all premises and operations
- Endorsement to provide the general aggregate per project endorsement
- Personal and advertising injury included
- Operations by independent contractors included
- Contractual liability coverage included
- X.C.U. Coverage including coverage for demolition of any building or structure, collapse, explosion, blasting, excavation and damage to property below the surface of ground.
- Any fellow employee exclusions shall be deleted
- Coverage shall not contain an absolute pollution exclusion, and applicable remaining coverage shall apply for pollution exposures arising from products and completed operations.
- Coverage for products and completed operations maintained for duration of work and shall be maintained for a minimum of three years after final acceptance under the Contract or the warranty period for the same whichever is longer, unless modified in any Special Provisions.
- Contractual Liability coverage shall include contractually assumed defense costs in addition to any policy limits.

(3) If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing, Railroad Contractual Liability Endorsement (ISO® form CG24170196 or newer).

(4) City may at its sole option, and in lieu of being additional insured on the Contractor's policy, by written requirement in the Special Provisions or by written change order, require Contractor to provide a separate Owner's Protective liability policy. The premium cost to obtain such insurance shall be as paid as provided in the Special Provision or change order, with any related cost savings as reasonably determined by the City being reimbursed or paid to the City.

**D. Vehicle liability insurance coverage.**

- The Contractor shall provide reasonable insurance coverage for all owned, non-owned, hired and leased vehicles with specific endorsements to include contractual liability coverage and delete any fellow employee exclusion.
- If specifically required in the Special Provisions, the required coverage shall also include an endorsement for auto cargo pollution (ISO® form CA 99 48).

**E. Railroad Protective Liability.** If work is to be performed within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road beds, tunnel, underpass or crossing or otherwise required by the Special Provisions or applicable requirements of an affected railroad, the Contractor shall provide Railroad Protective Liability Insurance naming the affected railroad/s as insured with

minimum limits for bodily injury and property damage of \$2,000,000 per occurrence, \$6,000,000 aggregate, or such other limits as required in the Special Provisions or by the affected railroad. The original of the policy shall be furnished to the railroad and a certified copy of the same furnished to the City Attorney's office prior to any related construction or entry upon railroad premises by the Contractor or for work related to the Contract.

- F. **Umbrella or Excess Insurance.** The Contractor shall provide Umbrella or Excess insurance coverage with minimum coverage limits of \$3,000,000 each occurrence and aggregate.
- G. **City included as Insured on Contractor's Policy – Endorsements required.**  
The Contractor shall provide adequate written documentation, including applicable ACORD certificates, declarations pages or other acceptable policy information demonstrating that the City is included as an additional insured along with the Contractor with respect to all of the coverages required in this "Section 2A Insurance Requirements," except for applicable Worker's Compensation coverage, to include all work performed for the City and specifically including, but not limited to, any liability caused or contributed to by the act, error, or omission of the Contractor, including any related subcontractors, third parties, agents, employees, officers or assigns of any of them. The documentation or endorsement shall specifically include the city as an additional insured for purposes of Products and Completed Operations. The inclusion of the City as additional insured shall be for coverage only on a primary basis for liability coverage, and no coverage shall contain a policy or other restriction or attempt to provide restricted coverage for the City, whether on an excess, contributory or other basis regardless of any other insurance coverage available to the City.

### 3. **CONTRACTOR'S INDEMNITY – CONTRACTUAL LIABILITY INSURANCE**

- A. To the same extent as specified for minimum coverage requirements in Section 2 above, the required insurance shall include contractual liability coverage to include indemnification and hold harmless agreements and provisions in the related Contract Documents, specifically including the following provision:
- (1) To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the City, its officers, agents, employees, volunteers and consultants from and against any and all claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs arising out of or related to the Contract or the Contractor's activities, errors, or omissions related to the Contract including liabilities or penalties imposed by applicable, law, rule or regulation in connection therewith; provided that such claims, damages, losses, costs, and expenses, including but not limited to attorney's fees and costs:
    - is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use therefrom, and
    - is caused in whole or in part by any act or omission of the Contractor, any subcontractor, agent, officer, employee, or assigns of the same or by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by a party indemnified hereunder.
  - (2) Such indemnification shall not be construed to negate, abridge, limit or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this section.
- B. In any and all claims by any employee (whether an employee of the Contractor or subcontractor, or their respective agents or assigns by anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable as an employer) in whole or in part against the City, its officers, agents, employees, volunteers or consultants, the above indemnification shall not be limited in any way by the amount of damages, compensation, benefits or other contributions payable by or on behalf of a the employer under Worker's Compensation statutes, disability benefit acts, or any other employee benefit or payment acts as the case may be.



- C. The obligations of indemnification herein shall not include or extend to:
- (1) Any outside engineer's or architect's professional errors and omissions involving the approval or furnishing of maps, drawings, opinions, reports, surveys, change orders, designs or specifications within the scope of professional services provided to the City and related to the Contract; and
  - (2) Any claims arising out of the negligence of the City to the extent the same is the sole and proximate cause of the injury or damage so claimed.
- D. In the event of any litigation of any such claims shall be commenced against the City, Contractor shall defend the same at Contractor's sole expense upon notice thereof from the City. Contractor shall notify the insuring company that the City reserves and does not waive any statutory or governmental immunity and neither Contractor, nor Contractor's counsel whether employed by Contractor or by an insurer on behalf of the Contractor shall waive such defenses or enter into any settlement or other disposition requiring waiver of any defenses or immunity of the City without the express written consent of the City.

**4. CONTRACTOR'S INSURANCE FOR OTHER LOSSES.**

- A. Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools owned, rented or used in connection with the Contract including any tools, machinery, equipment, storage devices, containers, sheds, temporary structures, staging structures, scaffolding, fences, forms, braces, jigs, screens, brackets, vehicles and the like owned or rented by Contractor, or Contractor's agents, subcontractors, suppliers, or employees.
- B. In connection with the above, Contractor shall cause or require any applicable insurance related to physical damage of the same to provide a waiver of a right of subrogation against the City.

**5. NOTIFICATION IN EVENT OF LIABILITY OR DAMAGE.**

- A. The Contractor shall promptly notify the City in writing and provide a copy of all claims and information presented to any of Contractor's insurance carrier/s upon any loss or claim or upon any occurrence giving rise to any liability or potential liability related to the Contract or related work. The notice to the City shall include pertinent details of the claim or liability and an estimate of damages, names of witnesses, and other pertinent information including the amount of the claim, if any.
- B. In the event the City receives a claim or otherwise has actual knowledge of an any loss or claim arising out of the Contract or related work and not otherwise known to or made against the Contractor, the City shall promptly notify the Contractor of the same in writing, including pertinent details of the claim or liability; Provided, however the City shall have no duty to inspect the project to obtain such knowledge, and provided further that the City's obligations, if any, shall not relieve the Contractor of any liability or obligation hereunder.

**6. PROPERTY INSURANCE/ BUILDER'S RISK.**

- A. The Contractor shall provide property insurance (a/k/a Builder's Risk or installation Floater) on all Projects involving construction or installation of buildings or structures and other projects where provided in the Special Provisions. Such insurance shall be provided in the minimum amount of the total contract sum and in addition applicable modifications thereto for the entire work on a replacement cost basis. Such insurance shall be maintained until the City completes final acceptance of the work as provided in the Contract. Such insurance shall be written and endorsed, where applicable, to include the interests of the City, Contractor, Subcontractors, Sub-subcontractors in the related work. The maximum deductible for such insurance shall be \$5,000 for each occurrence, which deductible shall be the responsibility of the Contractor. Such insurance shall contain a "permission to occupy" endorsement.

- B. All related Property Insurance shall be provided on a "Special Perils" or similar policy form and shall at a minimum insure against perils of fire including extended coverage and physical loss or damage including without limitation or duplication of coverage: flood, earthquake, theft, vandalism, malicious mischief, collapse, and debris removal, including demolition whether occasioned by the loss or by enforcement of applicable legal or safety requirements including compensation or costs for City's related costs and expenses (as owner) including labor required as a result of such loss.
- C. All related Property Insurance shall include coverage for falsework, temporary buildings, work stored off-site or in-transit to the site, whether in whole or in part. Coverage for work off-site or in-transit shall be a minimum of 10% of the amount of the policy.
- D. The Contractor's Property Insurance shall be primary coverage for any insured loss related to or arising out of the Contract and shall not be reduced by or coordinated with separate property insurance maintained by the City.